

Tasking Memorandum No. 98- 263

Memorandum For Cdrs DCMDE and DCMDW

Subject: Test of Subvouchers on the Web (TASKING)

Date:

Suspense Date: October 30, 1998

Target Audience: ACOs, Contract Administrators and Procurement Technicians at Designated Test Sites

Requirement(s):

- *Tasking.* DCMDE and DCMDW each designate at least three test locations to assess the acceptability of subvouchers on the Electronic Data Access (EDA) site described in Information Memorandum 98-249 and submit a summary Assessment Report to DCMC-OC.
 - Include in the test at least one field activity that is geographically separated from its parent Contract Administration Office (CAO).
 - Involve FASST members in the evaluation process.
 - Districts should consolidate responses from their test locations and submit an Assessment Report by e-mail to marolyn_russell@hq.dla.mil by October 30, 1998.
- *Background.* We recently learned that effective June 1, 1998, the Defense Finance and Accounting Service (DFAS) discontinued sending paper copies of subvouchers (DLA Forms 1675) to Administrative Contracting Officers (ACOs) and began posting them on the Web instead. (See Information Memorandum 98-249) has now resumed mailing paper copies to ACOs and will continue until we mutually agree they should be discontinued.
- *Purpose.* The purpose of the test is to assess how well the EDA subvouchers support the business process for the Administrative Contracting Officers.
- *Assessment Report.* The District Assessment Report should address the following:
 - Locations participating in the test.
 - Advantages and disadvantages of EDA subvouchers. As a minimum, address the following:
 - Ease and reliability of access
 - Timeliness of data
 - Accuracy of data
 - Recommended improvements and/or alternatives.
 - District recommendation for acceptance or disapproval.
- *Note to Terminal Area Security Officers (TASOs):* DCMC has arranged to allow all DCMC individuals currently authorized access to the ACO Modification Module in EDA to have access to the Voucher portion of EDA. Access for these individuals will be available not later than August 31, 1998. All other individuals must process their requests for access as described in Information Memorandum 98-249.
- *PLAS Process Code:* 141 (Public Vouchers)

Points of Contact for Further Information:

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